



# Copper Canyon Fire & Medical District

26B Salt Mine Road, Camp Verde, AZ 86322

[www.ccfmd.az.gov](http://www.ccfmd.az.gov) Phone (928) 567-9401

## REGULAR BOARD MEETING

Camp Verde Public Library – Terracotta Room  
130 N. Black Bridge Road, Camp Verde, AZ 86322  
Wednesday, May 15, 2024 / 4:30 PM

~ MINUTES ~

### I. CALL TO ORDER/ROLL CALL

- A. Salute to the Flag of the United States of America and Moment of Silence to Honor all Military, Firefighters, and Police Officers.

**Board Present:** Jon Huey – Clerk; Danna Quinn – Members; Joshua Maxwell – Chairperson (remote);  
Not Present: Ed Gee - Member

**Staff Present:** Fire Chief Danny Johnson; Fire Marshal Nate Bailey; Administrative Assistants Misty Weatherford and Kerrie Tarver – Recorders; Battalion Chief Eric Strauss; Fleet Manager Rob Jennings

### II. ORGANIZATION OF FIRE BOARD

- A. Discussion/Possible Action: Accepting Board Member Jenny Sabato’s resignation and the process to select a new board member for the remainder of the term (2026).

Chief Johnson read the following letter from Ms. Sabato:

*“Dear Chief Johnson, the Board, and all Copper Canyon Fire & Medical District Employees:*

*With a heavy heart I must submit my resignation. With a work promotion and family responsibilities I have had to travel so much that it has created an unbearable burden. My family has relocated back to California. Escrow has closed on our home as of May 6th and I no longer qualify to serve.*

*With tears on my face and on bended knee I bow my head and heart to all of you. What an absolute honor it has been to serve you and alongside of you. I am so proud of this time in my life and I have the utmost confidence that the amazingly positive trajectory Copper Canyon is on will continue.*

*I’ll be visiting! Keep fighting the good fight!*

*With all my respect and honor,  
Jenny Sabato”*

Chief Johnson stated that the requirement to fill a board vacancy is 90 days and reviewed the timeline as follows:

May 16: The vacancy to the website.

June 7th: deadline to submit letters of interest and a resume to the administrative office.

July: Special Board Meeting to interview candidates in Executive Session.

Chief Johnson stated that he will update the Board with how many letters of interest we received at the June Board Meeting.

***Board Member Quinn made a motion to accept Board Member Jenny Sabato's resignation. Chairperson Maxwell seconded. There was no further discussion and the motion passed unanimously.***

### III. FISCAL YEAR 2024-2025 ANNUAL BUDGET

#### A. Presentation of the Proposed Fiscal Year 2024-2025 Budget.

Chief Johnson presented the proposed FY 2024-2025 Budget and reviewed it line by line. Chief Johnson stated that this Budget includes increasing the Mil rate to \$3.60, which will allow the District to start building up the contingency fund for capital improvements.

Chief Johnson provided an overview of the 5- year projection to the Board.

Chief Johnson and Finance Director Gabe Buldra stated that they are presenting a Budget they are comfortable and confident with and will continue actively managing the Budget month by month and prioritizing and possibly cutting any unnecessary items out of the Budget as needed.

#### B. Discussion/Possible Action: Regarding the Possible Adoption of the Tentative Budget for Fiscal Year 2024-2025.

***Chairperson Maxwell made a motion to adopt the Tentative Budget for Fiscal Year 2024-2025 as presented. Board Member Quinn seconded. There was no further discussion and the motion passed unanimously.***

### IV. REGULAR BUSINESS MEETING

#### A. Public Forum:

Speakers are limited to three-minute oral presentations but may submit written comments of any length for Board files. Board Members may not discuss items not specifically identified on the agenda. Therefore, pursuant to ARS 38-431.01(H), Board action taken resulting from public comment is limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.

1. Public Comment(s): None
2. Board Action Resulting from Public Comment(s): Response to comments or criticism directed at the Board; Direction to staff to look into the matter; Schedule matter for further consideration and decision at a later date.

#### B. Consent Agenda – Discussion/Possible Actions:

*All matters under the Consent Agenda are considered by the Board to be routine (i.e. Minutes and/or signatory authority for bank accounts), and will be enacted by a single motion approving the Consent Agenda. If discussion is desired on any particular consent item, a Board Member may ask that item be removed from the Consent Agenda to be considered separately.*

1. Regular Meeting Minutes April 17, 2024.
2. Resolution 2023-04 Changing of County Check Signers
3. Resolution 2023-05 Changing of National Bank Check Signers

***Board Member Quinn made a motion to approve the consent agenda. Chairperson Maxwell seconded. There was no further discussion and the Motion passed unanimously.***

#### C. Financial Report and Updates – Finance Director Gabe Buldra (JVG)

1. Discussion/Possible Action: Review and Approval of the April 2024 Finance Report  
Finance Director Gabe Buldra gave an overview of the revenues and expenditure for the month of April.

*Clerk Huey made a motion to approve the April 2024 Finance Report. Board Member Quinn seconded. There was no further discussion and the motion passed unanimously.*

D. Staff Reports:

1. **Fleet Report:** A report from the Fleet Manager. Discussion/Possible Action: regarding current repairs; maintenance; significant projects; and other fleet activities. – Fleet Manager Rob Jennings

Fleet Manger Rob Jennings updated the Board with the fleet repairs and maintenance for the month April.

2. **Operations Report:** A report from the Battalion Chief. Discussion/Possible Action: regarding significant incidents, incident data, training, public education; wildland assignments; EMS; and other potential operational updates – Duty Chief

Fire Marshal Bailey presented the Operations report to the Board and highlighted training and incidents during the month.

3. **Fire Marshal Report:** A report from the Fire Marshal. Discussion/Possible Action: regarding current events and activities including public education, fire prevention, meetings and events attended, permits issued and closed, significant projects, inspections, social media statistics, and other potential updates. - Fire Marshal Bailey

Fire Marshal Bailey presented the Fire Marshal report and highlighted significant ongoing projects in the District.

4. **Fire Chief Report:** A report from the Fire Chief. Discussion/Possible Action: regarding current events and recent activities, including meetings and events attended; updates on human resources; finance and grants; County, State, and AFDA information; special projects; and other potential administrative items. – Chief Johnson.

Chief Johnson presented the Fire Chief report and informed the Board that he gave a presentation of CCFMD to the Town Council at their monthly meeting. He stated that the Town Council was receptive and are very supportive of the Fire District.

Chief Johnson informed the Board that he had a meeting with Finance Director Gabe Buldra and S&P and they have increased our credit rating to BB+ and we are now at a tradeable level. They are seeing things going in the right direction.

Chief Johnson informed the Board that we completed the Firefighter interviews to establish a hiring list and extended offers to three firefighters to fill the vacancies that we currently have.

Chief Johnson stated that he has met with the Dentist for the current lease, and they have given notice that they will be relocating as they are growing out of the space. We will be going forward with a month-to-month lease until they leave in June or July.

Chef Johnson gave an update on the feasibility study and asked the Board to review the proposal and asked for questions or feedback.

5. Discussion and Possible Action: Regarding Appointing Two Board Members to the RFP (Request for Proposal) Review Committee for Professional Auditing Services and Matters Related to the Same.

Chief Johnson informed the Board that he spoke to our current Auditing firm and stated that they have mutually agreed to terminate the current contract and stated that he and Misty have been working on finalizing the RFP. He stated that once we have received the proposals, we will need to form a committee for the review and selection process. The committee will then present to the Board.

Clerk Huey stated that he would like to be on the committee. Chairperson Maxwell stated that Board Member Gee was going to be available and would be willing to be a committee member.

Chief Johnson discussed the timeline for the RFP. The review period will be in July, a scoring matrix will be sent to each board member on the committee and then they will send it back to admin. The results and recommendation will be presented to the Board.

Chairperson Maxwell made a motion to appoint Board Member Gee and Clerk Huey to the RFP Review Committee. Board Member Quinn seconded. There was no further discussion and the motion passed unanimously.

6. Discussion and Possible Action: Regarding Approval to Issue a Letter of Intent to Taurus Technology (MerIT) to Cancel IT and Phone Services Upon Completion of an RFP (Request for Proposal) Process for IT and Phone Services and Other Matters Related to the Same.

Chief Johnson informed the Board that he had Mr. Whittington review the current contract to see if we could have an opportunity to be released out of the contract with Taurus technology for IT services and to pursue a new RFP for IT service. Chief Johnson stated that Mr. Whittington found that we can cancel the contract for cause. We can move forward with an RFP process that will be legitimate and select a company to provide service to the District.

*Board Member Maxwell made a motion to issue a letter of intent to Taurus Technology (MerIT) to cancel IT and Phone Services Upon Completion of an RFP (Request for Proposal) Process for IT and Phone Services and Other Matters Related to the same. Board Member Quinn seconded. There was no further discussion and the motion passed unanimously.*

**V. BOARD MEMBER ITEMS:**

- A. Discussion: Regarding the Possible Election for Two Board Member Positions at the November 5, 2024, General Election.

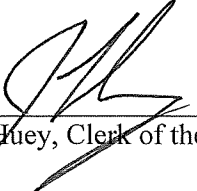
Chief Johnson stated that his intent is to find out if the board members that are up for re-election are planning to rerun.

Clerk Huey stated that he is undecided at this time as he has other commitments that he has.

- B. Discussion: Future Agenda Items; Potential items to discuss at the next regular meeting.  
Budget adoption, Badge Pinning Ceremony

**VI. ADJOURNMENT**

Chairperson Maxwell adjourned the meeting at 5:36pm.

  
\_\_\_\_\_  
Jon Huey, Clerk of the Board